

WAUPACA COMMUNITY ARTS CENTER (WCAC)

APPLICATION TO RUN CLASS

Name: _____ DBA: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ Evening Phone: _____

Email: _____ Website: _____

Name of Class: _____

Brief Description of what students will do in the class

Preferred Date(s) Class: _____

What you plan to charge for class: _____ How many sessions: _____

Half Day: _____ Full Day: _____ Make & Take: _____

Time of Day: 10 – 1 1:30 – 4:30 5 – 8 (special arrangement)

Adaptations of these times may be possible. e.g. 9-12 (if WCAC staff is available)

Category: (Circle One) Art Craft Writing Music Dance Theater

Offered for: (Circle all that apply): Adult Child _____ (ages) Adult Required w/Child

Our goal for General Rules that apply to classes and will be on your agreement form:

- Non-refundable 20% deposit before name gets on actual class list
- Teachers collect balance of fees at time of class. All payments direct to teacher.
- WCAC Gift certificates will be treated same as cash.
- Teachers call students a couple days before class to answer questions, remind of fees, etc.
- Teacher must talk to a WCAC Director to get the class on the WCAC Calendar

Rent: \$25 for half day (3 hrs max including prep and cleanup time) – Reduction for multiples days
\$50 for whole day (6.5 hrs max including prep and cleanup time) – Reduction for multiples days
Make & Take is 30% of gross unless 30% is over \$25. Then it is \$25.

I acknowledge WCAC, its volunteers nor board of directors will be responsible for any damage or losses of items during classes or left at WCAC before or after class.

Instructor Signature: _____ Date: _____

WCAC Approval Signature: _____

A formal agreement for the class must be signed after clearance of dates, class, times, etc. Rent is due on day the class runs. Questions: Jane at 715-258-3741 or 715-258-5664.